

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

1.4 E-Safety (this includes the use of mobile phones, photography and social media in the setting).

Policy statement:

'This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment' (*Children's Workforce Development council, 2009*)

Procedures

Staff and volunteers

- Our E-safety Policy has been written by the school, building on best practice and government guidance.
- We display clear signs around the nursery asking all parents, volunteers and visitors to switch off all mobile/camera phones while in the nursery. If parents/visitors need to use their phone there will be a designated area away from children.
- Staff, volunteers are not allowed to access any social networking sites e.g. Facebook, MySpace, MSN, on the school premises. Any public comments on such networking sites that may be detrimental to the school will result in possible disciplinary procedures.
- Under no circumstances should staff have their mobile phone on their person or on display in the nursery.
- All staff mobile phones are stored away from the children alongside staff's personal belongings and staff are able to check their phones during quiet times of the day.
- Staff are only to use the setting's digital cameras and these are not to go off site. No other camera is allowed to be used in the setting. The cameras must only be downloaded to the setting's computer.

Parents

- We ensure that all parents are made aware of our E-Safety policy available on the setting website and a copy is displayed on the nursery notice board.
- Parents are asked for permission for photos to be used in their child's progress records website and advertising as part of the registration process.
- Parents are asked not to take photographs of their children in their school uniform and then place these on any network sites including Facebook, MSN.
- Photographs of children used in publications will not name the child or children.

Mobile Phones

Downham Nursery School

Adults who work with children must not carry or use personal mobile phones during working hours. The reasons are that:

- Using mobile phones can cause disruption and distraction and result in not giving full attention to a child
- Mobile phones provide an easy way of taking images and of communicating these via the internet and in emails etc.

Managing internet access

Within the setting we take steps to manage internet access for both the children and staff by the following.

- School ICT systems security will be reviewed regularly
- Virus protection will be updated regularly
- Children do not have access to the computer or internet unless supervised by a teacher.
- Under no circumstances should staff be 'friends' with either pupils or parents on these sites.

Email

- Staff may only use approved school e-mail accounts.

Legal Framework

- Data Protection Act 1998

Further guidance

- Guidance for Safer Working Practice for Adults who work with Children & Young People in Education Setting's (march 2009)
- Norfolk Safeguarding toolkit (2012)

This policy was adopted at a meeting of	Downham Nursery School	name of setting
Held on	July 2024	(date)
Date to be reviewed	July 2025	
Signed on behalf of the management committee PP		
Name of signatory	E. J. Laffeaty-Sharpe	
Role of signatory (e.g. chair/owner)	Principal/ Proprietor	